

ADMIN

SUBJECT: ESTABLISHMENT OF CAREER SERVICE PANELS FOR THE CAREER
MANAGEMENT OF SECRETARIAL AND CLERICAL PERSONNEL

THE FOLLOWING POLICY STATEMENT HAS BEEN ISSUED BY THE DEPUTY
CHIEF, [REDACTED] IT IS FORWARDED FOR YOUR INFORMATION AND FOR THE
INFORMATION OF ALL SECRETARIAL AND CLERICAL PERSONNEL UNDER YOUR
SUPERVISION.

"1. A REVIEW HAS BEEN COMPLETED OF THE CAREER MANAGEMENT
OF SECRETARIAL AND CLERICAL PERSONNEL. ON THE BASIS OF THIS REVIEW,
THE DIRECTOR AND I HAVE CONCLUDED THAT THERE IS A CLEAR AND DEFINITE
NEED FOR MORE FORMALIZED, UNIFORM AND EXPANDED CAREER MANAGEMENT
PROGRAMS. THESE PROGRAMS WILL ASSIST TALENTED PERSONNEL IN EXPANDING
THEIR POTENTIAL FULLY, INCREASING CAREER OPPORTUNITIES, ENRICHING
THE JOB ENVIRONMENT, AND ALLOWING THE ORGANIZATION AND THE INDIVIDUAL
EMPLOYEES TO MORE FULLY REALIZE THE MAXIMUM USE OF THE QUALIFICATIONS
AND EXPERIENCE REPRESENTED BY THESE GROUPS OF EMPLOYEES.

"2. EFFECTIVE IMMEDIATELY, EACH HEAD OF CAREER SERVICE WILL
INITIATE PLANNING AND UNDERTAKE ACTIONS LEADING TO THE ESTABLISHMENT
BY 15 MAY 1978 OF A CAREER SERVICE-LEVEL SENIOR SECRETARIAL PANEL
FOR THE CAREER MANAGEMENT, DEVELOPMENT, COMPETITIVE EVALUATION,
RANKING, PROMOTION AND ASSIGNMENT OF SECRETARIAL PERSONNEL IN GRADES
GS-08 AND ABOVE WITHIN THE CAREER SERVICE. IN ADDITION, A PANEL
(OR PANELS AS MAY BE DICTATED BY THE SIZE AND COMPOSITION OF THE
SECRETARIAL AND CLERICAL EMPLOYEE OCCUPATIONAL GROUPS) WILL BE
ESTABLISHED BY EACH CAREER SERVICE AND THEIR SUB-GROUPS TO ADMINISTER

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STAFF

[REDACTED]

THE CAREER MANAGEMENT FUNCTIONS FOR OTHER SECRETARIAL (I.E., GS-07 AND BELOW) AND ALL OTHER CLERICAL EMPLOYEES.

"3. THE OFFICE OF PERSONNEL WILL DEVELOP AND PROVIDE YOU WITH FURTHER INSTRUCTIONS AND GUIDANCE TO ASSIST IN YOUR DEVELOPMENT OF THESE PANEL STRUCTURES. INCLUDED IN THIS GUIDANCE WILL BE OUR POLICY DECISION RESTRICTING THE ASSIGNMENT OF INDIVIDUALS TO GS-08 AND ABOVE SECRETARIAL POSITIONS TO EMPLOYEES WITH PERSONAL GRADES EITHER AT THE GRADE LEVEL OR NO MORE THAN ONE GRADE LEVEL BELOW THAT OF THE POSITION TO BE FILLED AND THE REQUIREMENT THAT ALL QUALIFIED PERSONNEL ARE CONSIDERED FOR EACH POSITION WITH PANEL NOMINATIONS OF THE THREE 'BEST' QUALIFIED CANDIDATES FOR THE SUPERVISOR'S SELECTION."

[REDACTED] HAS ESTABLISHED A CAREER SERVICE LEVEL SENIOR SECRETARIAL PANEL FOR PERSONNEL IN GRADES SEVEN AND ABOVE. IN ADDITION, PANELS HAVE BEEN ESTABLISHED TO ADMINISTER THE CAREER SERVICE FUNCTIONS FOR PERSONNEL BELOW THE GS-07 LEVEL.

IN ACCORDANCE WITH PARAGRAPH THREE OF THE ABOVE, [REDACTED] COMPONENTS WILL NO LONGER ASSIGN INDIVIDUALS TO GS-08 AND ABOVE SECRETARIAL POSITIONS ON A UNILATERAL BASIS. ALL SUCH VACANCIES WILL BE REPORTED TO THE CAREER MANAGEMENT STAFF WHICH WILL COORDINATE NOMINATIONS FOR THE SUPERVISOR'S SELECTION WITH THE [REDACTED] COMPONENT CONCERNED.

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END OF MESSAGE

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